

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Time Administration</b>	<b>Payroll Department Report - Time Edit</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\Re ports - Time Edit.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status:	Issued: 11/08/02 Revised:2/22/05

## Overview

### Trigger:

Agency staff can run this report to get a list of employees with questionable time and other pay entries that will be processed for employees when the payroll is run. Reviewing this report will help agency staff to identify data entry errors. Time evaluation processing must be complete before this report will be meaningful.

<b>Business Process Procedure Overview</b>
<p>State agencies enter and approve employees' time based on time sheets and other pay documents. State payroll then runs time evaluation before payroll is processed. The evaluation process considers everything that was entered and approved as well as system generated time to calculate overtime and all leave accruals. (If the employee is in Time Management Status 1, time entry required, the system only processes the time that has been entered and approved. If the employee is in time management status 9, auto pay, the system generates work-time automatically based on the daily work schedule of the employee.)</p> <p>Agency staff runs the Time Edit report to list questionable time and other pay that will be processed when payroll is run. This report should be reviewed by Friday of the time entry week to allow time to correct entries before time evaluation is finally processed for the period. (The normal schedule calls for time evaluation to be completed for the final time on Tuesday morning of payday week.)</p>

## Procedural Steps

### **1.1. Access transaction by:**

<b>Via Menus</b>	Time Entry Operator → Reports after Time Evaluation → Time Edit Report
<b>Via Favorites Menu</b>	Reports after Time Evaluation → Time Edit Report

Double click on Time Edit Report and the following screen will appear:

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Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Page Breaks	Yes or No

**1.2 Specify the pay period for the Time Edit Report.** The screen has the selection of current period or other period.

- Current period
  - Use this option during the week of payday.
- Other period
  - Use this option during the week of time entry. This report can also be run for previous pay periods. Type in the pay period and calendar year.

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- 1.3 Select the pay period for which you want a Time edit report.** You can select the current period or other periods. To select an “other period”, click the “Other period” button and enter the period number (1 through 26) and the calendar year.
- 1.4 The “Personnel number” field may be used to select specific employees by entering the employee identification numbers.** Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN’s. The “Personnel number” field should be left blank if using the agency “Organization key”.
- 1.5 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, \*, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 130 org 1561, enter 130(space)1561\*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 130, org 1561, and any distribution code.

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**1.6 The “Page Breaks” buttons create a page break after each org change or not create any page breaks.** The default is “Yes” create page breaks.

**1.7 Click on the Execute button in the upper left area that looks like a clock to view the report.** Review the report for accuracy. If you discover errors they can be corrected on the time entry screen. Any correcting entries must be approved before time evaluation is processed for the final time in order to be effective for the current payday. An example of the Time Edit report is below.

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Report No: Z_HR_TIME_EDIT_RPT L1L2 : UT01				Time Edit Report For Pay Period Ending 12/31/2004 Pay Period 26 2004				Page : 1 Run Date: 02/22/2005 Run Time: 11:17:40		
Agy	Loc Org	D1st Code	D1st Ein	Employee Name	E EE B SS	Scheduled Hours	Hours	Entered Amount	TH Status	Warning Message
130	1561	0000	101602	Costner, Kevin	1 90	80.88	0.00	0.88	1	Hours entered are < 88
130	1561	0000	110978	Desmond, Norma	1 71	80.88	38.00 2.00	0.88 8.88	1	Week 2 Hrs are < 40 Excess Time Earned
130	1561	0000	110131	Duke, Daisy	1 71	80.88	0.00	50.88	1	Incentive Award
130	1561	0000	107767	Picard, Jean Luc	1 90	80.88	16.00 0.00 2.00 8.00	0.88 2.88 0.88 8.88	1	Hours entered are < 88 Property Rent Pay Overtime Direct Entry 1.5 On Call Pay
130	1561	0000	121697	Potter, Harry	1 90	80.88	2.00	0.88	1	On Call Pay
130	1561	0000	153760	Skywalker, Luke	1 71	80.88	12.00	0.88	1	Excess Time Earned
130	1561	0000	117555	Teatin, Mark	1 71	80.88	0.00 8.00	0.88 8.88	1	Week 1 Hrs are < 40 Week 2 Hrs are < 40

**The Warning Message column contains descriptions of questionable entries that indicate a time entry error may have occurred. For example, unless additional hours are entered in the first week of the pay period, Norma Desmond will only be paid for 38 hours for the second week of the pay period.**

**1.8 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

**1.9 Advanced selection options.** You may choose to save your selection before you execute the program. This is called "Saving a variant". This step can be completed after step 1.4 before clicking the Execute button. To save a variant, click the Save button after validating the screen in step 1.8. Enter a name for your Variant, and a short description. Click the "Protect variant" box to ensure no one else changes your variant. Click the Save button again. Your variant has been saved. Next time you need to execute this report, you will click the variant button, choose your variant (you may have multiples of different agency/org etc) and execute the program without having to fill out the fields.

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## 2 The report heading contains the following information:

- The report number
- The report title
- Page number
- Level 1 and level 2 status
- Date the report was run
- Time the report was run

### 2.1 The columns on the report are listed below with a brief description.

<b>Agy</b>	The employee's agency number.
<b>Low Org</b>	The employee's home org.
<b>Dist Code</b>	The employee's distribution code.
<b>EIN</b>	The employee's identification number.
<b>Employee Name</b>	The employee's name.
<b>E G</b>	The employee group.
<b>EE SG</b>	The employee subgroup.
<b>Sched Hours</b>	The number of hours scheduled for the employee on the time entry screen.
<b>Hours</b>	Number of hours being paid to the employee different than scheduled hours.
<b>Entered Amount</b>	The dollar amount entered to be paid to the employee.
<b>TM Status</b>	The time management status of the employee.
<b>Warning Message</b>	Descriptions of questionable entries that indicate a time entry error may have occurred.

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